

The following information is provided to process your refund appeal as quickly as possible. Use the instructions below as your guidelines for completing the tuition refund appeal process.

- You must officially drop or withdraw from the class[es] that you are appealing. The College does not allow a student to remain in a course and file an appeal. You must have no grade or a W in the course that you are appealing. **If you have a failing grade, you must submit an academic appeal form to the Academic Appeals Committee on the campus where the course was taught and receive a favorable outcome before a refund can be considered.** You should submit the academic appeal and refund appeal together to ensure that you don't miss the deadline to file a refund appeal.
- If you received scholarships, grants, and/or loans, or if the Office of Financial Aid held your classes with estimated financial aid, you must discuss this refund appeal with a financial aid counselor or specialist and obtain a signature. Financial aid is subject to adjustment or cancellation at any time if there is a change in enrollment status, or if additional information warrants such an adjustment. Warning: If this process is not followed, your aid may be adjusted inaccurately.
- If you are withdrawing for one of the four following reasons **you do not have to file an appeal**: enlistment, activation or deployment in the U.S. armed forces; illness of student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other regular member of the individual's household); death of the student or in the immediate family of the student; involuntary transfer/change in work hours by the student's employer which precludes continued attendance (military branches of service are considered employers under this section). See Involuntary Withdrawal Instructions for more information (<http://www.montgomerycollege.edu/admissions/StudentForms/InvoluntaryWithdrawal.pdf>).
- You will need to obtain an e-mail or written confirmation of non-attendance or last date of attendance from each faculty member who taught the course for which you are requesting a refund. If the faculty member is not available, you may obtain an e-mail or written confirmation from the appropriate instructional department chair or dean. You may use the same documentation for an academic appeal, if applicable.
- Write a statement of appeal (justification) consistent with the College's Policy and Procedures (<http://www.montgomerycollege.org/verified/pnp/45001.doc>). See unacceptable reasons for appealing on last page.
- Submit a complete packet to the Office of Admissions and Records within 45 days of the close of the semester for which you are seeking a tuition refund or credit. **Appeals will not be considered if submitted more than 45 days after the close of the semester for which the student is claiming a refund. Only complete packets will be reviewed.**

If your appeal is approved, you will receive a pro-rated refund of tuition based on your date of withdrawal. **Fees are non-refundable.**

The Office of Business Services has final authority on refund appeal decisions. Campus Academic Appeals Committees hear appeals on academic matters and have no authority to authorize refunds. This also means that receiving a favorable outcome on an academic appeal does not guarantee a favorable outcome for a tuition refund appeal.

The tuition refund appeal process takes four to six weeks to complete once your form is received in the Office of Business Services; you will be notified via your MC e-mail address of the decision.

Fill in all sections of this form; only complete packets will be accepted.

Office Use Only (Initial/Date)

This appeal is for courses taken at (check one)

Germantown Rockville Takoma Park/Silver Spring

During (check one and fill in the calendar year)

Fall semester _____ Winter term _____ Spring semester _____
 Summer I session _____ Summer II session _____

Name _____
First Middle Last

Student ID M- _____

Preferred Phone from 9am-5pm, Monday-Friday _____

Address _____

City _____ State _____ ZIP Code _____

Email _____ @ _____

Are you an F-1/M-1 visa holder? Yes No

If Yes, obtain signature or attach email from your International Student Coordinator.

I have reviewed this appeal and explained to the student the effect a tuition refund will have on the student's visa status.
Comments:

International Student Coordinator Signature Printed Name Date

Did you apply for or receive Financial Aid (scholarships, loans and/or grants)? Yes No

If Yes, obtain signature or attach email from the Office of Financial Aid.

I have reviewed this appeal and explained to the student the effect a tuition refund will have on the student's estimated, pending, awarded or paid financial aid.

Comments:

Financial Aid Officer Signature Printed Name Date

